**EYHL TEMPLATE FOR MATCH DETAILS NOTIFICATION**

Cut & paste below email and update as appropriate for your home game.

Send out on MONDAY night to:

- Both umpires (from Appointments system)

- The two officials which includes your local Judge (from Appointments system)

- Opposition contact /manager

 - Own club manager

- Anybody else in your club involved in EYHL organisation

**< Insert text as appropriate>**

Subject: EYHL, {host Club name} VS {opposition Club name} {Date} {Time}

Hi all,

We look forward as always to welcoming {opposition Club name} and Match Officials to {host Club name} tomorrow for the EYHL Round {round number} match.

Below is confirmation of the arrangements:

**Venue and Pitch Information**Pitch Address: {pitch name & address}
Pitch Information: {pitch surface type}, lights lux {lux number}

**Match Time**
Match start time: {match start time}
Match pitch free from: {state time}
Note: {insert any other pertinent info on warm up space}

**Match Officials**
Match Official {name} and Club Local Judge and < Local Judge name>

**Umpires**
{Umpire 1} & {Umpire 2}
Umpire Coach/Assessor: {Umpire Coach. Assessor}

**Kit Colours**
{Host club} will wear {Colour} top / {Colour} skirt / {Colour} socks / {Colour} Keeper Smock & {Opposition Club} will wear {Colour} top / {Colour} skirt / {Colour} socks / {Colour} Keeper Smock.

**Ball Patrol** We have six ball patrollers and will be wearing BLACK EYHL bibs Venue

**Venue Clock**
Not applicable **OR** Clock available and will be operated by {Club member name}

**Hockey Balls** **{leave or remove this as applicable}**
We have a bag of 80 decent hockey balls to share between the two teams for warm-up

**Gate**
A gate fee of 5 euro will be charged to all supporters **OR** No gate fee will be collected

**Facilities {update below for your club situation }**
(1) Parking and Clubhouse beside the pitch
(2) Complimentary tea and biscuits available if required on arrival and available during the match for supporters
(3) Changing Rooms / Showers available

**Post Match Refreshments {update below for your club and per agreed with away team}**
Tea/Coffee/Sandwiches/Biscuits are available for teams, officials and supporters

**Weather Forecast** **{update each week, if risk to game, add contingency actions}**
Is not great. Dull with probable showers. Temperature 8 degrees.

**Contact Details** **{Update as appropriate}**
I am available on mobile phone {mobile number) or this email, feel free to call me any time if any queries.